

# Town of Southampton

DEPARTMENT OF LAND MANAGEMENT  
PLANNING BOARD  
116 Hampton Road  
Southampton, NY 11968

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TOWN SUPERVISOR

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## SITE PLAN/SPECIAL EXCEPTION APPLICATION FORM

This application form is required as part of any request to process the action listed below. In addition, Chapter 330 of the Town of Southampton Code requires specific material to be submitted in conjunction with this form. Other required items are indicated on the attached application checklist. It is the applicant's responsibility to insure that application package is complete and accurate. Incomplete applications will not be processed.

1. All applications must be completed in full and comply with §330 of the Town Code. Incomplete application packages will not be accepted.
2. These instructions and the application form shall be read carefully and understood before completing. Any questions should be referred to the Planning Division.
3. As per § 330-183 of the Zoning Law, a complete **Site Plan** application shall consist of the following (check those appropriate, write NA where not applicable).

\_\_\_ Application form and copies in appropriate numbers (a minimum of fifteen copies and additional copies if necessary)

\_\_\_ Appropriate Site Plan review fee (See § 330-183B)

\_\_\_ Area to be improved is less than 500 sq. ft.: **\$1,000.00**

\_\_\_ Area to be improved is greater than or equal to 500 sq. ft. and less than 10,000 sq. ft.: **\$2,000.00**

\_\_\_ Area to be improved is greater than or equal to 10,000 sq. ft.: **\$20 per Sq. Ft. not to exceed \$15,000.00**

\_\_\_ Site Plans, in appropriate quantity (a minimum of fifteen copies and additional copies if necessary) complying with minimum submission requirements listed in §330-183-C. The site plan may include landscape/grading plans, lighting plans, drainage plans, architectural building elevations and floor plans.

\_\_\_ Appropriate Environmental Assessment Form (EAF, if necessary. Check Chapter 157 of the Town Code and with the Planning Department).

4. A complete **Special Exception** application shall consist of the four items (a-d) mentioned in number 3 above, plus the following (check those appropriate, write NA where not applicable).

\_\_\_ Legal petition, signed and notarized, explaining in detail how the proposed project will comply with Special Exception Standards.

\_\_\_ Fee of **\$1,000.00** (plus **\$300.00** for special conditions and safeguards) (separate from review fee)

5. A minimum of fifteen sets of applications and plans are required. Additional copies of the application (SP and/or SE) and site plan may be necessary, if the following conditions are met:

- \_\_\_ 2- Wetlands Permit required (See Chapter 325 of Southampton Town Code)
- \_\_\_ 1- Project fronts a County Road
- \_\_\_ 3 - Project fronts a State Road
- \_\_\_ 1 - Special Exception Permit
- \_\_\_ 1 - Project located in Pine Barrens compatible growth area or core area
- \_\_\_ Total Copies

6. Application is hereby made to the Southampton Town Board for a Construction Permit for buildings and other structures customarily accessory and incidental to agricultural production as defined by Section 301 of the New York State Agricultural and Markets Law and in accordance with the provisions of the Zoning Law of the Town of Southampton Article X Agricultural Overlay District, Section 330-50 Farmlands Preservation Program.

Further, nine (9) copies of the following are submitted herewith (check those appropriate, write NA where not applicable).

- \_\_\_ A copy of the approved subdivision map defining the grant easement (agricultural reserve) and the location of the proposed construction, if applicable.
- \_\_\_ A copy of the recorded grant easement (agricultural reserve) or development rights indenture
- \_\_\_ A copy of the Planning Board resolution approving the subdivision plan and other covenants, if applicable.
- \_\_\_ A site plan, at a scale of no less than one (1) inch equals forty (40) feet, prepared by an architect, civil engineer, or surveyor, and consisting of the following information unless waived by the Farmland Permit Administrator.
- \_\_\_ Agricultural Construction Permit Application Fee  
**\$1,000.00**

7. A Fee Schedule is included in this package.

**PLEASE NOTE: ALL NEW APPLICATIONS MUST GO TO THE ENGINEERING DIVISION FOR THE PAYMENT OF ENGINEERING FEES PRIOR TO SUBMITTING YOUR APPLICATION TO PLANNING.**

**PLEASE NOTE:** If the site was subject of a previous site plan approval then new site plans may be necessary for the Special Exception request, however, the required number of as built surveys and petitions are still required.

**Application Name:** \_\_\_\_\_

**SCTM No.:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**I. General Information**

(a) Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

(b) Name of Business (Existing or  
Proposed): \_\_\_\_\_

Address: \_\_\_\_\_

(c) If the applicant is a corporation, give the name and title of the responsible  
officer:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

(d) Landowner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

(e) Licensed Architect, Landscape Architect, Civil Engineer or Land  
Surveyor

Name: \_\_\_\_\_ License No. \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

(f) If the applicant does not own the property, prepare the endorsement at the  
end of this form establishing owner's authorization of the applicant's  
proposed subdivision of his land.

(g) All communications with regard to this subdivision shall be addressed to  
the following person until further notice:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

## II. Proposed Site

- a. General location of Property \_\_\_\_\_  
(north/west/south/east)
- of \_\_\_\_\_, approx \_\_\_\_\_  
(street or road) (feet) (north/east/south/west)
- of \_\_\_\_\_, in \_\_\_\_\_.  
(nearest interesting street) (hamlet)
- b. Total area under consideration: \_\_\_\_\_sq. ft. or  
\_\_\_\_\_acres.
- c. Zoning District(s): \_\_\_\_\_  
Zoning Districts of adjoining Properties: \_\_\_\_\_
- d. Zoning Overlay(s) (Please check all that apply)
- i. Agricultural\* \_\_\_\_\_
  - ii. Aquifer Protection \_\_\_\_\_
  - iii. Tidal Flood Plain \_\_\_\_\_
  - iv. Tidal Wetland & Ocean Beach \_\_\_\_\_
  - v. Old Filed Map \_\_\_\_\_
  - vi. Archaeological\* (NYS Circles and Squares map) \_\_\_\_\_
- \*Include a survey showing the location of Class I and II prime agricultural soils
- e. Latest Deed(s) describing this parcel(s) is/are recorded in the Suffolk County Clerk's Office as Follows:

DATE: LIBER: PAGE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- f. Are there any encumbrances or liens against this land other than mortgages? \_\_\_\_\_Yes \_\_\_\_\_No

g. **Description of Project:**

In the space below, please provide a description of the project, the proposed use and operation thereof, including a detailed explanation of the design concept, the objective of the project sponsor and how the project is or is not in compliance with the Town Code. Additional sheets may be added if necessary

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III. **Characteristics of Site and Surrounding lands**

- a. Current land use of site (agricultural, commercial, undeveloped)

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- b. Current conditions of site (building, brush, etc.)

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- c. Character of surrounding lands (within 200 feet) (residential, commercial, agriculture, wetlands, etc)

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IV. **Nature of Use** (i.e. retail, office, warehouse): 

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IV. **Nature of construction:**

- a. Anticipated construction time: 

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- b. Will Development be staged? YES: 

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 NO: 

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V. **Impact:**

- a. Anticipated increase in number of residents, shoppers, employees, etc.

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VI. Zoning:

- a. Has an application been made to the Zoning Board of Appeals for this property? YES: \_\_\_\_\_ NO: \_\_\_\_\_

If yes, please list the name of application and date of determination.

\_\_\_\_\_

- b. Is a Change of Zone requested at this time?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_

VII. Buildings:

- a. Are all buildings and structures shown on the survey?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_

- b. Existing Building Area Coverage:  
Square Feet: \_\_\_\_\_ Percent Lot: \_\_\_\_\_

- c. Proposed Building Area Coverage:  
Square Feet: \_\_\_\_\_ Percent Lot: \_\_\_\_\_

- d. Height of Proposed Buildings:  
Feet: \_\_\_\_\_ Stories: \_\_\_\_\_

- e. Residential Buildings: Number of Dwelling Units by Size

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- f. Non-Residential Buildings: Total Floor area and Total Sales area

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- g. Is a cellar proposed?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_

h. Proposed siding material: \_\_\_\_\_  
Roofing material: \_\_\_\_\_  
Construction Type: \_\_\_\_\_

i. Are fire-walls proposed or necessary?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_

j. Standard Industrial Classification Code Number: \_\_\_\_\_  
\_\_\_\_\_  
(as identified in the Table of Use Regulations listed in the Town Code)

### VIII. Utilities

The site will be served by the following utilities:

Fire District \_\_\_\_\_

Water District or Company \_\_\_\_\_

Electric and/or Gas Company \_\_\_\_\_

Post Office \_\_\_\_\_

School District \_\_\_\_\_

### IX. Signs

a. Are there any existing free-standing or attached signs?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_ (all signs must be indicated on site plan.)

b. Have sign permits been obtained for all existing signs?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_

c. Are free-standing or attached signs proposed?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_

**\*\*Plans indicating location, size, colors and materials of all proposed signs must be submitted with the site plan application. A Sign Permit from the Building Department must be obtained for all signs.**

X. Parking

- a. Number of off-street parking spaces required as calculated using the Schedule of Off-Street Parking Space Requirements for Non-Residential Uses, listed in Section 330-94 of the Town Code: \_\_\_\_\_
- b. Number of existing parking spaces: \_\_\_\_\_
- c. Number of handicap parking spaces provided (must be at least 5% of total parking spaces provided.): \_\_\_\_\_
- d. Number of truck loading spaces: \_\_\_\_\_
- e. Is a parking waiver requested?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_

If yes, for how many spaces? \_\_\_\_\_

Note: a formal letter requested waiver must be submitted separately along with this application.

XI. State Environmental Quality Review Act (SEQR)

(Pursuant to Part 617, NYCRR and Chapter 157 of Town Code)

- a. Do any tidal or freshwater wetlands occur on the subject site?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_

- b. Are the wetlands and/or the proposed activity regulated by the following agencies?

New York State Department of Environmental Conservation:

YES: \_\_\_\_\_ NO: \_\_\_\_\_

U.S. Army Corps of Engineers:

YES: \_\_\_\_\_ NO: \_\_\_\_\_

Southampton Town Conservation Board:

YES: \_\_\_\_\_ NO: \_\_\_\_\_

Southampton Town Trustees:

YES: \_\_\_\_\_ NO: \_\_\_\_\_

c. Has a permit been obtained from any of the above agencies?

YES: \_\_\_\_\_ NO: \_\_\_\_\_

If yes, which ones? \_\_\_\_\_

d. Is the site located in a designated critical environmental area?

YES: \_\_\_\_\_ NO: \_\_\_\_\_

If yes, which ones? \_\_\_\_\_

e. Is the proposed action a Type I, Type II, or unlisted  
action? \_\_\_\_\_

Note: Part I of an Environmental Assessment Long Form must be submitted for all Type I and Unlisted Actions.

**\*PLEASE SUBMIT 15 COPIES OF APPLICATION AND PLANS.\***

\*Note: A minimum of 15 copies is required. Additional copies may be necessary.

I hereby depose and certify that all the above statements and information, and all statements and information contained in the supporting documents and drawings attached hereto and true and correct.

\_\_\_\_\_

Applicant's Name

\_\_\_\_\_

Applicant's Signature

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_

Notary Public

Please note: If ownership is held jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement. If the owner or owners are making the application, this endorsement is not required.

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## OWNER'S ENDORSEMENT

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

\_\_\_\_\_, being duly sworn, deposes and says:

I am: (check one) \_\_\_ a part owner in fee

\_\_\_ the sole owner in fee

\_\_\_ an officer of the corporation which is the owner in fee  
of the premises described in the foregoing application.

I reside at \_\_\_\_\_

Mailing Address

\_\_\_\_\_  
Hamlet/Post Office/Village State Zip Code

I have authorized \_\_\_\_\_  
to make the foregoing application to the Southampton Town Planning Board for  
subdivision approval as described herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(If owner is a corporation, please  
indicate name of corporation and the  
title of the corporate officer whose  
signature appears above)

Sworn before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

TOWN OF SOUTHAMPTON  
**Open Government Disclosure Form**  
 (Zoning Board of Appeals, Planning Board, Conservation Board)

STATE OF NEW YORK }

} ss:

COUNTY OF SUFFOLK }

\_\_\_\_\_ being duly sworn, deposes and says:

Print Name

I am an applicant for a project or an owner of the land that is the subject of a pending application before the Southampton \_\_\_\_\_ Board. I make this affidavit under penalty and swear to the truth herein. I am aware that this affidavit is required by General Municipal Law §809 and Southampton Town Code Chapter 23 and that I shall be guilty of a misdemeanor should I knowingly or intentionally fail to make all disclosures herein. I am also aware that I may be subject to the penalties in Southampton Town Code §23-14 should I knowingly or intentionally fail to make all disclosures herein.

1. The project name is: \_\_\_\_\_

2. I reside at \_\_\_\_\_

3. The officers of the applicant corporation/owner corporation are as follows:

Pres. \_\_\_\_\_ Sec. \_\_\_\_\_

Vice Pres. \_\_\_\_\_ Treas. \_\_\_\_\_

4. Do any of the following individuals have an interest in the applicant or owner (as defined on page 10, note "A")?

		Yes	No
1.	Any official of New York State	_____	_____
2.	Any elected or appointed official or employee Southampton Town or Suffolk County	_____	_____ of

If the answer to Question 4 is yes, General Municipal Law §809 and Town Code Chapter 23 require that you disclose the name and the nature and event of the interest of said individual(s) in the applicant or owner.

<u>Name</u>	<u>Residence</u>	<u>Nature of Interest</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. During the 24 months before the filing of this application, have any of the following individuals made campaign contributions exceeding \$500 in total, in cash or in kind, to the campaign for public office of any Town officer or employee, to any individual campaign committee, or to any political party committee designated to accept donations on such Town official's or employee's behalf as a candidate for public office?

	Yes	No
1. Owner	_____	_____
2. Applicant	_____	_____
3. Agent for owner or applicant	_____	_____
4. Attorney	_____	_____
5. Other	_____	_____

If the question to Question 5 is yes, Town Code Chapter 23 requires that the information be provided below:

<u>Name/Address</u>	<u>Amount/Date</u>	<u>Name of Campaign Committee</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. During the preceding 24 months before the filing of this application, have any of the following individuals employed any Town officer or employee or a relative thereof involving compensation in an amount of \$500 or more? Said compensation may be directly made, or indirectly made through a corporation or business interest held by any Town officer or employee or their relative.

	Yes	No
1. Owner	_____	_____
2. Applicant	_____	_____
3. Agent for owner or applicant	_____	_____
4. Attorney	_____	_____
5. Other	_____	_____

If the answer to Question 6 is yes, Town Code Chapter 23 requires that the information be provided below:

Name	Position (Owner, Agent, Attorney, Other)	Corporation__
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature

Sworn to before me  
This \_\_\_\_\_ day  
of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS “A”  
MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE  
STATE OF NEW YORK**

- A. For the purposes of this disclosure, an official of the State of New York or an elected or appointed official or employee of the Town of Southampton shall be deemed to have an interest in the applicant and/or owner when that official or employee, their spouse, brothers, sisters, parents, children, grandchildren or the spouse of any of them is:
- a. the applicant or owner; or
  - b. an officer, director, partner, or employee of the applicant or owner; or
  - c. Legally or beneficially owns or controls stock of a corporate applicant or owner, or is a member of a partnership or association applicant or owner; or
  - d. Is a party to an agreement with the applicant or owner, express or implied, whereby said official or employee may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York Stock or American Stock Exchange shall not constitute an interest for the purposes of this disclosure.

## AGRICULTURAL DATA STATEMENT

Pursuant to §283-a of the New York State Town Law, any application for a special permit, site plan approval, use variance or subdivision approval requiring municipal review and approval by the Town Board, Planning Board or Zoning Board of Appeals that would occur on property within an agricultural district containing a farming operation or on properties within 500 feet of a farm operation located within an agricultural district, shall include an Agricultural Data Statement. The law also requires that the reviewing Board mail written notice of such an application to the owners of land within the agricultural district that contains a farm operation, which is located within 500 feet of the boundary of the project site. The cost of the mailing shall be borne by the applicant.

1. Project Name: \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_

3. Address of Applicant: \_\_\_\_\_

4. SCTM # of Project: \_\_\_\_\_

5. Project Location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Description of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. If the property that is the subject of the pending development application is located in an Agricultural District, you must compile and submit a list of tax parcels, with owners names and addresses, for all tax parcels containing a farm operation located within 500 feet of the property that is the subject of the pending development application.

If the property that is the subject of the pending development application is located outside of an Agricultural District, you must compile and submit a list of tax parcels, with owners names and addresses, for all tax parcels containing a farm operation located within an Agricultural District and within 500 feet of the property that is the subject of the pending development application.

8. Submit a survey map showing the site of the proposed project relative to the location of farm operation parcels identified in item 6, above.

9. Submit legal size envelopes, pre-addressed to each of the parcel landowners identified in item 6, above with pre-paid certified mail postage, together with pre-addressed, green, return receipt cards for each mailing. The return address on the return receipt card must read "SOUTHAMPTON TOWN PLANNING BOARD, 116 HAMPTON ROAD, SOUTHAMPTON, NY 11968"

If you do not believe that you are subject to this requirement, please complete the following and sign below:

I have reviewed the requirements for the submission of an Agricultural Data Statement and find that said statement is not applicable to this application for the following reasons:

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Applicant's/ Applicant Agent's Signature

**SITE PLAN/SPECIAL EXCEPTION APPLICATION FORM CHECK LIST**  
**THIS FORM TO BE COMPLETED BY APPLICANT**

**Project Name:** \_\_\_\_\_

**SCTM No.:** \_\_\_\_\_

**Property Address  
or Location:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Application submitted by:** \_\_\_\_\_ **Property Owner** \_\_\_\_\_ **Owner's Agent**

**Date:** \_\_\_\_\_

**SUBMISSION REQUIREMENTS**  
**IS ITEM INCLUDED?**  
**PLEASE CHECK YES OR NO**

	<b>YES</b>	<b>NO</b>
<b>Fees:</b>		
Site Plan:		
1. The improved or altered area is 500 SF or less	_____	_____
2. The improved area of the project is greater than 500 SF but does not exceeds 2 acres	_____	_____
3. The improved area of the project exceeds 2 acres	_____	_____
Special Exception Fee	_____	_____
Fee Waiver Requested	_____	_____
Site Plan Application Form	_____	_____
Special Exception Legal Petition	_____	_____

**Site Plan: Legal Data**

Site plan @ 1" = 40' or greater	_____	_____
Key Map @ 1" = 200' or greater	_____	_____
Name and Address of Owner of Record	_____	_____
Name and Address of person/firm preparing map	_____	_____
Signed/Stamped	_____	_____
Date	_____	_____
North Arrow	_____	_____
Scale (Graphic or Written)	_____	_____
Property Description (error of closure not exceed 1 in 10,000)	_____	_____
Location, Names, Ownership of adjacent streets and curblines	_____	_____

Adjoining lands and owners	_____	_____
Public easements, setbacks, or dedicated area on site or adjoining land	_____	_____
Outline of existing easements, deed restrictions or covenants on site	_____	_____
Existing Zoning	_____	_____

**Site Plan: Natural Features**

Existing contours at max. 2' intervals, or spot elevations (Identify source of contour information)	_____	_____
Approximate boundaries of areas subject to flooding	_____	_____
Identification of unique natural features (wetlands, steep slopes)	_____	_____
Identification of cultural features on site or adjacent	_____	_____
Archeological, historic buildings, agricultural fields on or adjacent	_____	_____

**Site Plan: Existing Structures and Utilities**

Building footprints and uses not requiring buildings	_____	_____
All paved areas, parking areas, sidewalks, vehicular access to street	_____	_____
Existing culverts (dimension and grades) flow direction and grades	_____	_____
Underground/above ground utilities on site and adjacent		
Electrical Service	_____	_____
Water Mains	_____	_____
Sewer Mains	_____	_____
All existing site structures (including fences)	_____	_____
Location and use of all buildings and structures within 200'	_____	_____
Nearest Fire Hydrant, cisterns, other fire protection	_____	_____

**Site Plan: Proposed Development**

Location of building or structures (Indicate all setbacks and horizontal distances from existing structure)	_____	_____
Location and design of non-structural elements (parking, loading areas)	_____	_____
Parking calculations		
Automobile	_____	_____
Truck	_____	_____
Outdoor lighting plan – location & lamp Design (Lightening power w/ foot-candles indicated on site plan, and time of use)	_____	_____
Grading and drainage plan	_____	_____
Drainage calculations	_____	_____
Proposed contours/spot elevations	_____	_____
Sewage disposal treatment	_____	_____

Storage areas for materials, vehicles, equipment, supplies, products	_____	_____
Building Elevations including:	_____	_____
Description of materials, colors	_____	_____
Sign Plans	_____	_____
Proposed location	_____	_____
Design	_____	_____
Landscape Plans	_____	_____
Plant List	_____	_____
Size and Quantity	_____	_____
Cablevision installations, location of water valves, water supply	_____	_____
Outdoor storage areas	_____	_____
(located in side or rear yard and screened or fenced)		
Phased development plans (when appropriate)	_____	_____
Compliance with ZBA Variance (if applicable)	_____	_____

**Additional Materials:**

Certificate of Appropriateness (Landmarks & Historic District)	_____	_____
Wetland Permit Application (if applicable)	_____	_____
Sign Permit Application (if applicable)	_____	_____
Owners Endorsement	_____	_____
Disclosure Affidavit	_____	_____
Agriculture Data Statement	_____	_____

**Additional Comments:**

For all information that is not provided state “No”.  
If the applicant believes these items are not applicable, indicate such and give reasoning.

Other comments about the submission may be provided here.

_____
_____
_____
_____
_____
_____

\_\_\_\_\_  
Applicant’s Name

\_\_\_\_\_  
Applicant's Signature